

## INTRODUCTION

The Herndon Community Center Preschool provides a safe, caring learning environment for your child. We are located in the unique, relaxed setting of the Herndon Community Center, operated by the Town of Herndon Parks and Recreation Department. Our primary goal is to offer a developmentally appropriate program that nurtures the whole child.

### Our Facility

Our location inside of the Herndon Community Center allows us to enjoy the benefits of its well equipped facility. Our classroom has its own courtyard and restroom, and is steps away from an indoor pool and a gymnasium. Being part of the Community Center also allows us to offer:

- Low fees for great value
- Year round services including a preschool summer camp program
- The benefits of a Nationally Accredited Parks and Recreation Agency

### Our Program

The Herndon Community Center Preschool is licensed by the Commonwealth of Virginia. We offer a theme-based, hands-on program designed to promote learning in all developmental areas. We plan activities to teach and enhance fine and gross motor skills, social and emotional growth, language development, and cognitive learning and self-help skills. We learn through play, fine motor activities, art, craft projects, gross motor games, stories, field trips, special events and outdoor play.

### The Staff

The Preschool's three staff members have many years of experience working with young children. They are knowledgeable, professional, and focused on providing a positive, loving, nurturing program that meets the needs of your child.

## Getting Started

Before preschool begins in the fall, we require your attendance at our **Parent Night Meeting**. This meeting provides important information about our program and offers you the chance to ask questions and return the required forms.

Also before preschool begins, you and your child are invited to attend a **Classroom Visit**. Attending the Classroom Visit with your child helps your child get acquainted with the classroom and teachers, making the first day of school easier.

In the summer, a packet with the dates for our Parent Night Meeting and Orientation will be sent to you through the mail.

**What will your child need for preschool?** On the first day of school, please bring:

- a **complete change of weather appropriate clothes** (shirt, underwear, pants, socks) in a ziplock bag labeled with your child's name. We will store them in the classroom and you can replenish them as needed.
- your child's **tote bag which will be provided by the Preschool**, and will be given to you at the Classroom Visit. Please do not send a backpack or any toys or other items from home.
- your child's **folder** which will be provided by the preschool. ( It should be kept in the tote bag and used to send information back and forth)
- any **outstanding forms**

## Contact Information

### Important Phone Numbers & Addresses

- The Preschool Classroom – 703-435-6800 ext. 2136
- The Community Center Front Desk – 703-787-7300
- The Automated Inclement Weather Line – 703-435-6866
- Our Street Address – 814 Ferndale Avenue, Herndon, VA 20170
- Our Mailing Address – P.O. Box 427, Herndon, VA 20172

## Schedule

### Preschool Hours

Our preschool day begins at 9:00am and ends at 12:00pm.

### Typical Schedule

9:00-9:45am	Drop Off & Free Play
9:50-9:55am	Clean Up
9:55-10:05am	Circle Time
10:05-10:30am	Activity I
10:30-10:40am	Clean Up & Book Time
10:40-11am	Snack & Clean Up
11:00-11:30am	Activity II
11:30-11:50am	Gross Motor Play
11:50am-12pm	Prepare for Pick Up
12pm	Pick Up

## **School Closings and Holidays**

The Preschool follows the Fairfax County Public Schools for school closings and holidays.

## **Snow Days**

The Herndon Community Center Preschool follows Fairfax County Public Schools for snow closings. However, because we only have a three hour school day, our late opening schedule is as follows:

- If Fairfax County opens **one hour late, we open on time.**
- If Fairfax County opens **two hours late, we open at 10am.**

***If Fairfax County closes in the morning, we are closed.***

## **Policies and Procedures**

**The Herndon Community Center Preschool complies with Virginia State Licensing Standards. Our policies and procedures reflect our compliance.**

## **Toilet Training**

Children must be fully toilet trained before attending our program. Children must be in underwear and be able to take care of their own bathroom needs to be considered potty trained. Please be sure they wear clothing that they can manage themselves when using the bathroom.

## **Drop Off and Pick Up**

**Drop Off** - For the first two weeks of school, we ask that you park and walk your child into the classroom. This will allow your child to get to know us before we have to take him or her directly out of the car. To make this adjustment time easier, we ask that after you walk your child into the classroom, say a quick, cheerful goodbye, and leave. We will take it from there!

After the first two weeks, we will have a regular carpool drop off. Please:

- pull into the parking lot from Ferndale Avenue
- go straight – past the tennis courts and playground (on left)
- loop around to the right, with the Community Center on your left
- pull all the way up to the corner of the Community Center sidewalk
- the preschool staff will be waiting there to take your child out of the car

To make it easier to reach your child, please put his or her car seat behind the driver. Please do not get out of your car. If your child is having a very difficult drop-off, we may ask you to park, calm him or her down, and walk him or her into the classroom.

Morning carpool lasts from 9 - 9:15am. After 9:15am, please park and walk your child into the classroom. Please do not send your child in alone.

**Pick Up** - Please follow the same procedure for entering the parking lot at noon. We will meet you at the corner. (Even for the first two weeks of school.) We will open your car door and put your child into the car. Please do not get out of the car! If we are unable to buckle your child into the car seat, please pull away, park and do so. The parking lot is very busy at noon, and our job is to get the children into their cars safely and quickly.

The carpool is for your convenience. You may, if you wish, park and walk your child directly into the classroom in the morning or pick up your child from the classroom. You may also park (in the morning or afternoon) and meet us at the corner. We will always dismiss a child directly to you.

If a child is to be picked up by anyone other than those authorized (carpools, babysitters, relatives), **the Center must be notified in writing by the parent in advance**. If we have not heard from you or an emergency contact **and** cannot reach anyone on your emergency contact form 30 minutes after the end of the program, we will call the police, as this is excessively late and concerns your child and us.

### **Late Fee**

We allow a grace period of ten minutes when picking up your child. After this time, you will be charged \$5.00 per child for every five minutes that you are late.

### **Notifying the School**

Please notify us, by calling the classroom:

- If your child will be absent that day.
- If your child has developed a communicable disease, please notify us within twenty four hours.

Please notify us in writing:

- If anyone other than you will pick up your child.
- If your child will miss school for an extended period.

## **Illness Policy**

Please do not send your child to school if he or she is sick. If a child exhibits any sign of illness, we will call you to pick up your child. Signs of illness may be any of the following: Swine Flu, fever, diarrhea, vomiting, coughing, rash, green or yellow runny nose, eye discharge, sore throat, extreme lethargy or irritability. Children may return to school when they are symptom free, or fever free for twenty four hours. In the case of on-going symptoms, we may request a doctor's note before the child may return to school.

## **Medication**

We will administer prescription medicine only during school hours, with written authorization from the parent/guardian and the physician. (Please see us for the forms.) All medication must be in its original prescription container with the label affixed. Any non-prescription medication should be given before school hours.

## **Clothing**

Please dress your child in weather appropriate play clothes. Your child waits for you outside in the morning and at noon so please make sure he or she has the appropriate outer wear. Please do not send your child to school wearing jewelry or flip flops. Please encourage your child's independence and confidence by dressing your child in clothing he or she can manage, especially for using the bathroom. (No belts etc.) Please label any clothing sent from home with your child's name, especially outer wear.

## **Sunscreen and Insect Repellent**

Any sunscreen or insect repellent must be applied before your child comes to school.

## **Child Abuse**

We are required by law to report any suspected incident of child abuse in accordance with section 63.1-248.3 of the Code of Virginia.

## **Discipline**

The discipline techniques used by the Preschool staff will be reasonable and prudent, and in compliance with State Licensing standards and based on consequences, not punishment. Parents will be notified about any disciplinary measures.

## **Emergency Preparedness Plan**

In compliance with Licensing Standards, we have an Emergency Preparedness Plan in place, in case of emergency. The plan is on file in the classroom and is available for your review, if you wish.

## **Termination of Enrollment**

It is the Herndon Community Center Preschool's policy to review continued attendance at the Preschool if the experience is no longer positive for the child or the Preschool.

## **Snack Guidelines**

**Snack is provided by you!** After the first week of school, each family, in alphabetical order, takes a turn to bring in snack each week. For the first week, snack will be provided by the preschool.

- We are a **peanut free center**. Please do not send in anything that contains nuts or nut products. Please check the labels carefully on packaged products to make sure they do not include these ingredients.
- We often have children with other dietary restrictions, so please send any ready-to-eat food in its original packaging so we may check the content label.
- If your child has any dietary restrictions, please notify us in writing, and provide a snack for your child if necessary.
- State Licensing requires that we post what will be served for snack one week in advance. Please fill out the "Snack Form" and send it to school the week before it is your turn to bring in snack.
- If your child has dietary restrictions and you want to know what will be served, you may view the posted snack list in the classroom.
- State licensing also determines what we can serve to your children. Their guidelines require that we serve **two** of these four components:
  1. Milk
  2. Fruit/vegetable/Juice (juice must be 100% juice)
  3. Grains/Bread (including cereal and crackers)
  4. Meat/Meat Alternative (meat, poultry, fish, cheese, egg, seeds, yogurt)
- **Please send in at least two of the required components, but never more than three things.**
- Please send enough of everything for **twenty four students**.
- If you send a container of juice, please send a **1/2 gallon** and only 24 small cups.
- You may send 24 individual juice boxes.
- Please send napkins and any necessary utensils.
- Please label any containers with your name so we can return them to you.
- Any food sent in should be ready to serve.

## **Birthdays**

We are happy to celebrate your child's birthday in school. You may send in or bring a cake, cupcakes, cookies, ice cream or whatever you would like to make the day special for your child and others. Please feel free to send in theme plates, cups, napkins and a take-home favor if you would like. Please be sure there is enough for each child including your own.

If your assigned snack week does not coincide with your child's birthday and you wish to celebrate with the class, please contact us in advance and we will see if we can make special arrangements with the family assigned for that week.

## **Field Trips**

Field trips provide an opportunity to expand our curriculum and introduce the children to some new and exciting experiences. Your tuition includes most field trip costs and transportation. We will provide written advance notice of all field trips including destination and the approximate time we will be away from the Community Center.

We must have a signed slip or your child will not be allowed to go on the field trips. Some of the field trips will be within walking distance. If we will not be able to walk to our destination, transportation will be by Town vehicles equipped with seat belts. **You must provide a car seat for each field trip if your child will be riding in the Town Van.** After dropping off your child, drive over to the van area of the parking lot and install your child's car seat into the van as directed by the staff member that will be waiting for you there. All car seats must be clearly labeled and easily visible once installed in the Town vans.

Parent volunteers are needed regularly. If you would like to attend a field trip, we will give you the opportunity to let us know in advance. Unfortunately, we may not be able to accommodate all parents in the Town van but you may follow in your own vehicle. You may also take your child in your own car, if you wish.

## **Tuition**

A \$75.00 **non-refundable** deposit is required at registration. The first payment of Preschool is due **July 15**. The schedule for the remaining payments is:

**September 15,  
November 15,  
January 15  
March 15.**

All payments not received by the due date will be assessed a 10% service fee.

**NOTE:** *Payments are considered late when received five (5) days after the official due date. Days are defined as total days, not just working days. As a courtesy, the Parks & Recreation Department mails reminders approximately two (2) weeks before the due dates. However, the payments are still due on the stated dates, and a late charge is applied regardless of when or whether the reminder notice is received or not. If payments are not received by the posted dues dates, then your child can be dropped from the preschool program.*

## **PAYMENT METHODS**

Personal checks, money orders, cash, VISA, MasterCard, Discover and American Express are accepted. Credit card payments may be automatically credited if desired. Please contact the department for details. All payments must be made to Administrative Staff. Please be sure to obtain a receipt.

<b>Mon/Wed/Fri</b>	<b>TOH Resident</b>	<b>\$1,410.00, 5 payments of \$282 each</b>
	<b>Non-Resident</b>	<b>\$1,880.00, 5 payments of \$376 each</b>
<b>Tues/Thurs</b>	<b>TOH Resident</b>	<b>\$1,193.75, 5 payments of \$238.75 each</b>
	<b>Non-Resident</b>	<b>\$1,565.00, 5 payments of \$313 each</b>